

MECHANIC (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – H/Service and Maintenance

Class Code – E830

GENERAL DESCRIPTION OF DUTIES

This position performs routine preventive, corrective and predictive maintenance on the City's Class IV Water Reclamation Facility and associated pump stations.

SUPERVISION RECEIVED

This position receives general direction from the Water Reclamation Facility Operations Superintendent.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. However, the WRF Mechanic may provide training and orientation to newly assigned personnel regarding policies and practices.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs preventive maintenance, which includes equipment inspections and minor adjustments, equipment lubrication and oil changes, pump and motor alignment, equipment rotation, and minor vehicle maintenance.
2. Performs corrective maintenance, which includes equipment rebuilds, instrumentation, troubleshooting; pump, compressor, and motor repair; minor vehicle maintenance, and minor HVAC repair.
3. Performs predictive maintenance, which includes vibration analysis, bearing analysis, and electrical measurements.
4. Orders and maintains an inventory of parts and supplies, and maintains the shop.
5. Prepares written reports, schedules work and maintains records using a computerized maintenance management system.
6. Develops and maintains hazard analysis for assigned tasks.
7. Coordinates mechanic duties and responsibilities with the work performed by contractors and vendors.
8. Performs work in accordance with federal, state, and City employment and safety laws, rules and standards.

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OTHER JOB FUNCTIONS

1. Performs building maintenance and general housekeeping.
2. Maintains proficiency by attending training conferences and meetings with others in areas of responsibility.
3. Performs other duties as assigned to assist Operators.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Of:

- Diagnosis, troubleshooting, repairs, alignment, instrumentation, and rebuild methods for various types of equipment, including pumps, compressors, motors, HVAC, and vehicles;
- Computerized record keeping systems, scheduling systems, word-processing and email;
- Routine preventive, predictive, and corrective maintenance methods; and
- Current employment and safety laws.

Skills In:

- Proper use of mechanics tools and instruments;
- Reading and understanding blueprints and drawings;
- Use of computers for report writing, generating spreadsheets, and using databases; and
- Communicating effectively with others.

Ability To:

- Follow procedures for ordering and restocking parts and supplies;
- Work in confined spaces safely and follow all safety rules; and
- Establish and maintain effective working relationships with others.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training that demonstrates the knowledge, skills and abilities to perform the essential job duties and responsibilities for Mechanic (WRF) is qualifying. A typical way to qualify includes experience in industrial maintenance, and experience and training in pump maintenance and repair.

DESIRABLE EXPERIENCE, TRAINING AND LICENCES

A Limited Maintenance Electrical License is desirable, but not required.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to make decisions, use interpersonal skills, analyze problems, perform basic math, and use

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independent judgment. The WRF Mechanic must be able to stand, sit, bend, kneel, climb, grasp, walk, stoop, crawl, reach, feel, use repetitive motions of hands and wrists, use repetitive motion of feet. Additionally, the person working in this position must be able to push, lift, pull and carry 20 pounds on a routine basis and infrequently move objects weighing up to 80 pounds. Agility and precise hand coordination are required. Otherwise qualified individuals with a known disability will be reasonably accommodated.

WORKING CONDITIONS

The work environment involves dirty environments, high and low temperatures, noise, responsibility for the safety of others, and toxic materials on a daily basis; air contamination, confining work space, electrical hazards, high work places, extensive close work, and vibration on a weekly basis; and occasional improper illumination. Position is subject to emergency on-call response after normal duty hours. May require working on rotating shifts, weekends and holidays.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 12/99

Revised: 11/01